Higher Education Information Technology Committee (HEITC)

November 19, 2001, Approved Meeting Minutes
650 West State Street Room 302, Boise ID

Committee Members and Guests:

Bow, Randy	Johnson, Gens – not present	Lyons, Tom – not present
Brady, Christine not present	Joslin, Ann – Chair	O'Neill, Dave
Burton, DeVere	Kiesz, Kelly – not present	Rahm, Carmen
Budd, Gavin – not present	Krun, Lynda	Szofran, Nancy
Green, Cliff	Lay, Terry – not present	Wilde, Glenn

The Higher Education Information Technology Committee (HEITC) meeting began at 9:25 AM. Ann Joslin reviewed the agenda. The draft minutes of the October meeting was reviewed. Corrections to minutes: correct spelling for Glenn Wilde, transportation right of ways change Syringa, change Higher Education Institutions to Educational Institutions, change we project revenues to DFM projects revenues, and change Jim to Jane McClarin.

Motion #1: Cliff Green moved to accept the minutes as amended by Nancy Szofran and motion seconded by DeVere Burton, vote was taken and passed.

Nancy Szofran – Reports: Technology Incentive Grant Program Funded Projects – summaries of the Fiscal year 2001 And 2002 grant programs were passed out and reviewed. The Request for Proposal (RFP) will be released 11/20/01. There is no major change in the RFP process, we are asking people to strengthen the assessment, and give full detail on the hardware and software that is being used. The Technology Incentive Grant awardees will attend a symposium entitled "Pace Setters," May 22, 2002. Judith Ramaley, National Science Foundation will be the keynote speaker. Judith is particularly interested in the Math and Science education, likes the use of technology in education, and wants to build bridges between higher education and K12.

Assessment measurement on the impact of on-line learning was discussed. Estimated costs for connecting post-secondary institutions to IDANET were reviewed.

The Mission and Vision Statement were revised, and will be sent to Terry Lay. A PowerPoint presentation will be created from this document for the next ICTL meeting.

Business Plan. A copy of "Business Plans for Dummies", by Tiffany and Peterson, will be purchased for each HEITC member. A discussion took place on the following Draft Business Plan.

BUSINESS PLAN
Statewide High Performance Network
Higher Education Information Technology Committee
November 2001

Context
Under Idaho Legislative Statute Code 33-4809, the Higher Education Information Technology Commission (HEITC) is to advise and support the Idaho Council for Technology in Learning (ICTL). In collaboration with ICTL and the Idaho State Board of Education, HEITC has developed a strategic plan in support of the vision of an "accessible, seamless K-Life educational system" to support individual and community preparedness to times of global economic change. Therefore, a priority objective of the HEITC is to provide and enhance access to Idaho's educational programs and learning resources through utilization of information systems and statewide networking in collaboration with IdaNet.

HEITC Mission/Vision
In collaboration and compliance with the developers of the statewide IdaNet and SBOE policies and procedures, the HEITC is a planning and coordinating entity to provide quality, cost-effective user access to technologies and high performance networks in support of education/training, research, outreach and management services among the state's colleges and universities.

Values
- HEITC will provide access to technology for improved teaching/learning and empowerment of well-informed citizenry.
- HEITC will support the delivery of educational and training programs through institutions of higher education, public schools and libraries and other non-profit community entities.
- HEITC will promote networks and systems that are scalable and reliable, providing high quality of service to support access, training and education.
- HEITC will seek to provide network services that are cost-effective; value will be realized for all users.
- HEITC will seek to support differentiated network services to meet requirements of multiple user groups.

Recognizing the limitations of scares resources, HEITC has developed an public investment/ business plan for linking Idaho's colleges and universities to a statewide broadband communications network to ensure that the residents of Idaho have enhanced access to education, training and information resources to support community and economic development throughout all regions of Idaho. This business plan establishes a collaborative framework for the long-term operations and business management as an anchor tenant for the statewide IdaNet network as a strategic investment to enhance the public availability, quality and academic performance of its schools and universities.

Assumptions for the HEITC Business Plan

The HEITC business plan is built upon the assumption that the implementation of a high performance backbone network for public and higher education as a part of IdaNet linking southeastern Idaho, Boise and northern Idaho will provide an lower-cost incentive for developing the "last mile" communications connections in Idaho's regions and local communities. By leveraging the IdaNet backbone investment, the HEITC anticipates that public and higher education will gain greater value through the enhanced broadband network investments than from current independent investments in communications technologies providing lesser bandwidth and limited resources. In addition, economics of scale and the utilization and integration of existing technologies and technical expertise at the state's universities will enable the educational network to deliver cost-effective communications to support public and higher education, as well as enhanced library and information services. HEITC is developing cost allocation based on two foundations: (A) public investment to support the inter-region high performance educational network and (b) local access charges for connection to the educational backbone.

High Performance Network

- A high-performance educational communications network under IdaNet will connect all institutions of higher education in the state of Idaho.
- The adoption of network standards will reduce costs and increase reliability and services among the colleges and universities.
- Network infrastructure will provide data, video and possibly voice services.
- Three hub locations – Pocatello, Boise, and Moscow – will be managed for distribution of educational programs and services in the region to take advantage of the technologies and technical expertise (hub and spoke distribution).
- The network will provide for redundant connection to Internet2 (University of Idaho and Idaho State University).

Business Assumptions

- The state will allocate funding for implementing and maintaining the high performance backbone network.
- The educational communications network will be managed under IdaNet as a not for profit educational service entity, available only to recognized non-profit educational organizations.
- Multiple site delivery of academic courses, degree programs and library and learning programs using the network are value-added returns linked directly to the state's investment.
- Local/regional cost-recovery will provide for access to the network and educational resources and services.
- Statewide licensing of software, teaching/learning resources, and library materials, where feasible, extends access to students and resident.

Value-Added Outcomes

- Unique academic courses and training programs will be delivered to students at other multi-campus locations, especially in collaboration with Idaho's community colleges and universities.
- Dual enrollment courses using compressed video, the Internet/video streaming will be delivered to multiple public high school locations.
- Cost-effective statewide site licensing of web-accessible library and learning resources will reduce duplication of costs for resources and services.
- Community and economic development organizations can take advantage of the broadband network to facilitate training, support, and research, providing facilities and telecommunications tools for public and higher education, state, and federal agencies for localized community training.
- The educational communications network within IdaNet allows for the aggregation of educational telecommunications among a number of non-profit user groups, reducing costs through utilization of shared network infrastructure and services.

A Phased Approach

The HEITC recognizes that the needs of public schools and higher education for broadband communication is quite different from other state agencies: (1) schools, colleges and universities utilize bandwidth for distance delivery of academic courses and programs, sharing the talents of skilled teachers and academic programs; (2) students and faculty have access to new library and learning resources that can be shared among the public school, public libraries, and institutions of higher education; and (3) access to the networked resources, particularly the national Internet2, enables Idaho's education system and its research programs to remain globally competitive. Given these uses alone, the demand for broadband services to support the needs of public and higher education is growing exponentially. Thus, the HEITC has developed a business plan that will be developed in three, interdependent phases:

- Phase 1 – FY 03: design and implementation of a 45 Mbps high performance backbone network to link all public colleges and universities in Idaho to support distance learning, sharing of library and learning resources, and collaboration on academic programs, student services and educational management.
- Phase 2 – FY 04: extension of the educational network to additional post-secondary educational and research sites, learning centers, public libraries, and to selected public school locations, particularly in rural areas.
- Phase 3 – FY 05: extension of the educational network to additional public school sites and to other not-for-profit colleges and universities in Idaho.

Goals/Objectives

The HEITC Business Plan has defined the following goals leading to long-term success of the Educational Network for Idaho:

Phase 1, FY 03

- A statewide, high-performance network will be implemented to provide all public institutions of higher education to an aggregate 45 Mpbs service that will link each of the institutions to programs, learning resources and management systems.
- The network will provide for three major nodes – Moscow, Boise, and Pocatello/Idaho Falls – to support a future "hub and spoke" distribution to public schools, libraries and other non-profit entities.
- Network technology standards will be implemented.
- Statewide and regional Network Operating Centers (NOCs) will be established to support the inter-city/intra-regional connection to the network.
- Institutions will connect campus intranets to the network.
- High education institutions will be connected to the Internet2 through the ISU or UI nodes.

Phase 2, FY 04

- Expand ENI network access to selected public schools, community libraries, and community learning centers.
- Implement local connection services for connection to ENI for backbone, Internet Service Provider (ISP) access, and potential Application Service Providers (ASP) services.
- Expand interlibrary information services.
- Expand opportunity for access to Internet2 services for public schools and research/ educational access.
- Expand the delivery of credit courses, degree completion programs, and online support services.

Phase 3, FY 05

- Expand ENI network access to additional public schools, community libraries, and learning centers/extension offices.
- Expand the online, on-demand programs and services available through ENI.
- Expand Internet2 access to public schools and for researchers/educators.

HEITC perceives that the network expansion will result from local connection and service fees that will match the public investment in the backbone network infrastructure. In addition, colleges and universities are also paying for data and telecommunications services that are currently contracted for by the institutions that can be transferred to the ENI budgets for services provided. Much like Moore's law in computers, the intent of the HEITC is to increase network capacities and capabilities and reduce costs though aggregation of educational users and through increased management efficiencies.

Marketing

The ENI network is focused on public sector educational groups, and, thus, the approach to market development is directed to the enhancement of a service that provides value-added benefits to the educational organization. Three market segments have been identified:

- Higher Education: The council of presidents of Idaho's colleges and universities has supported the development of this HEITC networking project the SBOE approved the submission in the June meeting of the Board. The value to the institutions is manifold:

broadened market for courses and programs delivered throughout the state via compressed video and the internet; development of two-plus-two opportunities with community colleges; sharing of library and learning resources among institutions, ad increased opportunities for collaborative research. At the core of higher education's mission is the continued education and training of Idaho's workforce in support of economic development. Idaho's Council of Presidents is committed to promoting cost-effective linkages that allow each of the institutions to support its mission.

- Public Education: Networking provides critical linkages between public and higher education: small schools, particularly those in rural Idaho, can enrich the curriculum opportunities by sharing curricula and resources with other public schools and by participating in dual enrollment programs offered by Idaho's colleges and universities – particularly in areas of mathematics and sciences. In addition, access to a variety of teaching resources and library materials at Idaho's colleges and universities or through Internet2 is critical to maintaining quality teaching/learning environments in public school classrooms. Idaho's school superintendents and principals are seeking access to cost-effective networking and teaching/learning resources to improve public education. Regional hubs, allowing for regional and inter-city communications, provide key strategies for public schools to improve access to resources.

- Libraries/IPTV: Public libraries and public television promote the general public access to educational resources. Public libraries are at the heart of access to a variety of problem-solving informational materials and resources using online access and interlibrary loans. Under the Idaho State Library, collaborative efforts among Idaho's college and university libraries, public libraries and special libraries will strength resources available to Idaho's citizens through accessing the ENI/IdaNet network. IPTV has a vast library of unique video and other stored digital media that becomes a resource for public and higher education as well as the general public. Other specialized library/learning resources, reflecting the services to the disabled, may also be assisted through this connection.

These constitute a broad range of public parternerships that will utilize improved communications.

Outcomes from Public Investment

- Enhanced delivery-using telecommunications of unique academic and training programs delivered throughout the Idaho higher education system, utilizing existing capacity, and facilities.
- Expanded sharing of library ad information resources, learning materials, and expertise.
- Extended partnerships with graduate programs for providing internships and training opportunities in collaboration with business and industry.
- Increased collaboration on key research and development initiatives in collaboration with the Inland Northwest Research Alliance (INRA), the INEEL, and other businesses and industries in Idaho.

- Increased preparation for Idaho's high school students by promoting dual enrollment opportunities and enriched science and math curricula.
- Cost-effective implementation and utilization of telecommunications to enable quality teaching/learning, resource sharing, and meetings to span the state.

(End of Business Plan)

The following are suggestions and comments from the discussion of the Draft Business Plan and Budget:

Internet2: Non-institution Post-Secondary Agencies need to be listed specifically. Business Plan Strategy – the backbone be presented as an investment.

Suggestion and needs: A list or analysis of the equipment that currently exists in the agencies. We need to include a strategy or business case, this is what we have and it is inadequate, i.e. what are our needs for the future and what is not working.

Draft Budget Plan: Identify matching dollars, local connections, and services. Reductions and existing costs or reinvestment – Must show that this is a $5 million effort. The value added is a result of what is in place. Connectivity costs were discussed.

Nancy Szofran: John Kline, Director of Bureau for Disaster Services was given a task from the Governor to prepare the State of Idaho's Disaster Preparedness both Response and Recovery Plans. The distance-learning network should be a focus of the response and recovery plans. It is John's vision to use voice video, the audio and video pieces of distance learning network as key components in his strategy for disaster preparedness. The purpose of this plan is to help provide training and other vital information to communities around the state in case of disaster.

The following are the two different proposed budgets prepared by Glenn Wilde and Nancy Szofran.

Educational Network for Idaho						
Draft Business Plan for HEITC Business Plan						
Budget Category	**ICTL/HEITC FY 03**	**MATCH FY 03**	**ICTL/HEITC FY 04**	**MATCH FY 04**	**ICTL/HEITC FY 05**	**MATCH FY 05**
Line Charges/Backbone	$428,400		$428,400		$428,400	
Contracted Services*	406,000		420,210		434,918	
Capital Costs/Replacement ***	406,490		203,245		203,245	
IDANET Fees**	324,000		340,200		357,210	
Maintenance	35,000		35,000		35,000	
Setup Costs	7,000					
Local Connections/Services						
TOTALS	**$1,606,890.00**	**0**	**$1,427,055.00**	**0**	**$1,458,773.00**	**0**

*** Estimated 3.5% annual increase**

****Estimated 5% annual increase**

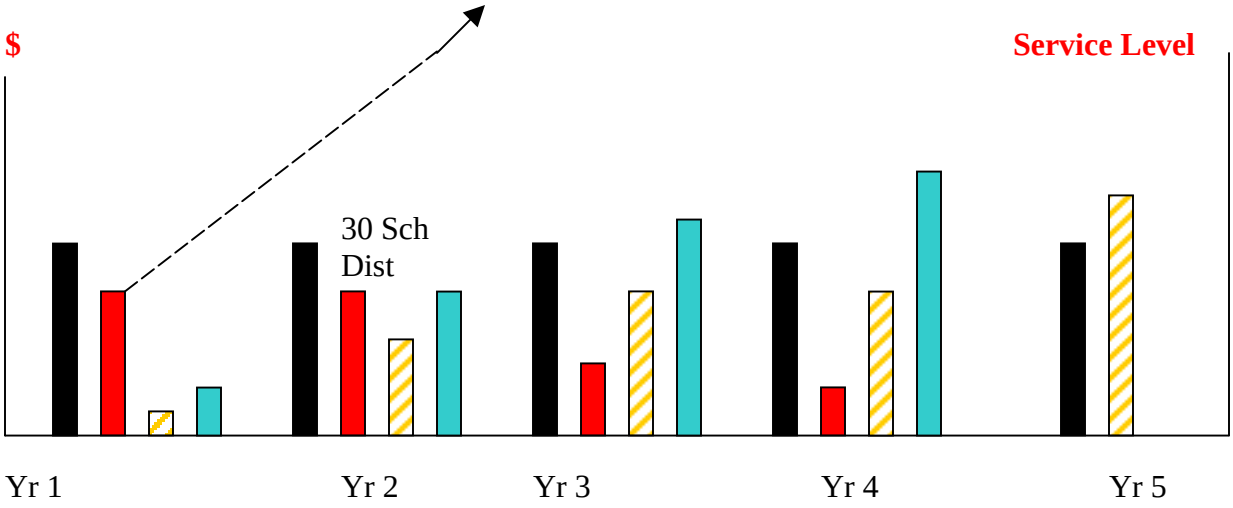
*****3 Year Replacement Cycle**

Estimated Costs for Connecting Post-Secondary Institutions to IDANET

	Year 1	**Year 2**	**Year 3**	**Year 4**	**Year 5**
Line Charges	$433,000.00	$433,000.00	$433,000.00	$433,000.00	$433,000.00
Contracted Services	$410,000.00	$410,000.00	$410,000.00	$410,000.00	$410,000.00
Capitol Costs	$410,000.00		$410,000.00		$410,000.00
IDANET Fees	$327,000.00	$327,000.00	$327,000.00	$327,000.00	$327,000.00
Maintenance Costs	$38,000.00	$38,000.00	$38,000.00	$38,000.00	$38,000.00
Setup Costs	$132,000.00				$132,000.00
TOTAL	**$1,750,000.00**	**$1,208,000.00**	**$1,618,000.00**	**$1,208,000.00**	**$1,750,000.00**

It was suggested that the matching dollars generated be taken into consideration for figuring out the budget.

The following are notes written on the board from the meeting:



= Service Level

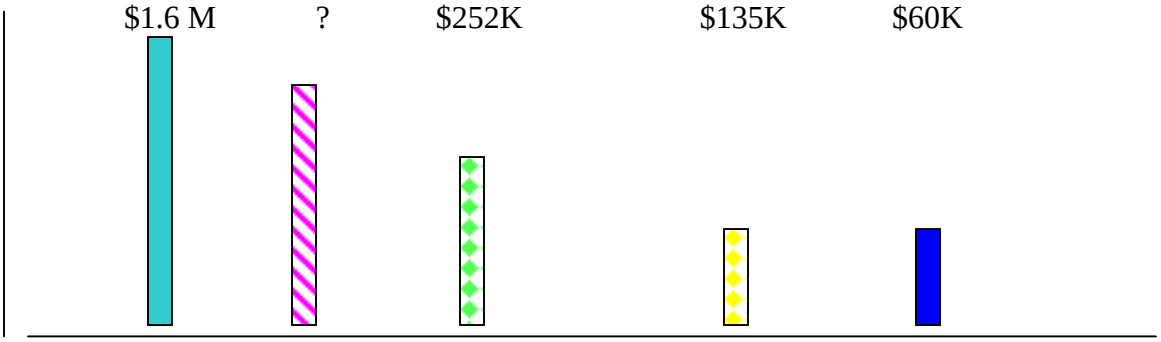
State $ for New Technology

Institution $ for Current Technology

Institution $ for Current Technology

Add other Public Organizations and/or institutions

$50/Meg x 10Meg= $500/mo x 12=$6000
$6000 x 30 Schools = $180K
$200 for added ISP Charge per mo
50 Libraries x 2.5 M = $125.00/mo
2 ½ Megs per Libraries
30 School Districts
ISP ($100/mo) $75,000
$ 6,000



$100K Yr 2 + $100K Yr 3

30 Schools (10 Meg each @ $50/meg) = $500/
$6000/yr x 30 schools = $180K
ISP (200/ISP/MO) = $72k
50 Libraries @ 25M = $125.00/100
@ $50/mo = $75,k000
ISP ($100/mo) $6000

Glenn Wilde UI

$50,000.00	ISP/Yr = $50K	EOS
$25,000.00	I2/Yr - $25K	Value Added
$186,000.00	DS3 = $186K	*** Savings $70,000.00
$25,000.00	I2Membership - $25K	Value Added
$75,000.00	Network Manager $75K	***
$36,000.00	Student 1=Net = $36	
$397K		

$30 K
$100 K year 2
+ $100 K in Year 3 = Higher Education

- ISP Costs
- ISP Connectivity
- I2 Connectivity
- I2 Membership
- Other Line Charges
- Network Management
- Basic Services = Connect to Internet, video services

Add a line to the budgets for connection and line services. Institutional investments need to be shown. Suggested questions and comments:

What do we have?
What do we need?
Why?
What are the benefits?
Identify very specific examples illustrating these questions.
Prepare for the opportunity if there is a move to redirect funds.

Strategies: complete business plan, complete brochure, and look at video delivery. Identify by examples, illustrating the above questions, by using representative samples.

Cliff Green will gather information, example K12 connectivity and ISP, Video Connections, dedicated T1, and/or Line Charges, etc.

Carmen Rahm will speak to Paul Krause about what the cost savings would be if all Libraries were connected to IDANET. Nancy will speak with Jeff Shinn regarding funding and budgets.

What is the fall back position if this is not funded? HEITC will continue to operate as they are with no seed money. Either increase costs at a more global scale in silos to achieve only a fraction of the benefits that are going to achieve with this plan or no increase funding due to the holdbacks, or Idaho will become a sub standard state for Higher Education Technology and their competition.

Future meetings: Next meeting will be a conference call December 17th 2pm (Mountain Time), Nancy's office. During the conference call, we will review budget spreadsheet, case studies, business plan, and future meetings or meet in small groups.

Meeting adjourned 2:32 pm.